



## Committee Evaluation

The committee self-evaluation process is a collective, introspective, and comprehensive reflection by committee members. By asking specific questions, members, in collaboration with the committee chair, can capture effective suggestions to improve and enhance the effectiveness of each committee.

Committee self-evaluation is conducted on an annual basis, ahead of the next Academic year, with comments and suggestions then fed into the structure, content and presentation of each committee for the following year.

Comments and suggestions should be constructive, and actionable suggestions. A critical view is useful but we as respondents to always frame this within the greater narrative of the positive work the committee has achieved over the outgoing year, which should help respondent to focus on how improvements can drive further successes into the next cycle.

### Feedback

#### Goals or Purpose of Committee

1. All committee members understand the goals and purpose of our committee.

1       2       3       4       5  
Strongly Agree      Strongly Disagree

2. Committee members agree on the goals and purpose of the committee.

1       2       3       4       5  
Strongly Agree      Strongly Disagree

3. There is alignment between our goals and purpose and the actions taken and/or the decisions made by the committee.

1       2       3       4       5  
Strongly Agree      Strongly Disagree



10. We receive the meeting agenda and materials in advance of the meeting to allow for appropriate review and preparation.

1       2       3       4       5  
Strongly Agree      Strongly Disagree

11. We consistently use our meeting time well. Issues get the time and attention proportionate to their importance.

1       2       3       4       5  
Strongly Agree      Strongly Disagree

12. The location where our meetings are held is conducive to positive group interaction and discussion.

1       2       3       4       5  
Strongly Agree      Strongly Disagree

13. The location where our meetings are held allows for a variety of presentational modalities (for example, audio/visual presentations).

1       2       3       4       5  
Strongly Agree      Strongly Disagree

### **Attendance**

14. Attendance at our meetings is consistent and members arrive on time.

1       2       3       4       5  
Strongly Agree      Strongly Disagree

15. Attendance at our meetings is evaluated as a criterion for continued membership on the committee.

1       2       3       4       5  
Strongly Agree      Strongly Disagree



## **General Comments**

21. What I like the most about our meetings?

22. What I would like to see improve at our meetings?

23. What areas should the committee focus on in the future?

24. Any other comments: